



CWMBP TRAINING CHECKLIST  
June 2024

*The following is to be filled out by COCO*

Course Date:

Location:

CW-MBP Lead Trainer:

Instructors:

The CW-MBP Cadre looks forward to our upcoming Training. We provide this checklist to help and ready your community and partners for our arrival and to fully explain our expectations. Your signature here is a statement of agreement.

*I have read the following and I am aware of the expectations and conditions presented.*

Name

Title

Date

Signature

Outreach & Registration

1. You are responsible for communications and outreach to build the student body for the upcoming course.
  - a. Attached in the CW-MBP information to use in your outreach.
2. COCO requires all registrations to come through their portal. This information is provided on the Attached outreach.

Participation

1. You are aware of the minimum number of students required with full registration being completed 15 days prior to the scheduled training.
2. You understand that the minimum # is required for the class to go forward and that the audience meets the following criteria:
  - a. *Participants should come with a basic understanding of wildfires, how homes burn, and vegetation management practices. The course assumes you know how*

*to mitigate, but that you could use support to engage your community. In this workshop, you will work through some of the greatest challenges facing our wildland-urban interface communities. The course will help you break down ineffective practices to make space for the more effective ones with a focus on on-the-ground mitigation activities.*

Local Content and/or guest speakers

1. When appropriate and requested, you are able to provide guest speakers to share local information, examples and lessons during the course.
2. You agree to fully participate in the course as a subject matter expert and support a productive teaching and learning environment.

Training Location

The Team requires a facility to 1) accommodate the # of registered students, 2) accommodates the teacher cadre, and 3) meets the following requirements:

- ADA compliant
- Accessible WIFI (Cadre members may/may not be federal employees)
- Audio Video resources – Projector, Screen, external speakers, Microphones
- Cell coverage / Phone landline service
- A Large enough room with tables and chairs to accommodate small groups sessions and seating for the number of participants expected.
- Climate controlled
- Designated male / female bathrooms
- Sufficient and safe parking

Food and Beverages

Because the course is supported by Federal funding, we are limited to only supporting the costs of trainer travel and their time. We request that the Host provide the following for each day of the training:

- Coffee and water & other beverages as desired
- Snacks
- Lunch with options to meet dietary needs of participants

Trainer Housing

We request that you help trainers secure safe and close housing by providing any recommendations and/or guidance.

Code of Conduct

1. Base all professional and civic behavior on honesty, fairness, good will, and respect for the law.
2. Provide opportunities for others to learn and develop in ways that are in keeping with a commitment to diversity, equity, and inclusion.
3. Be considerate and respectful to all others.
  - a. Refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.

- b. Carry out our actions in a civil and dignified manner; act professionally and respectfully toward one another; respect the needs, contributions, and viewpoints of others; and give due credit to others for their methods, ideas, or assistance.
  - c. Speak up if observing anything at an event that conflicts with this Code of Conduct.
4. Never engage in any conduct endangering the life, safety, health, or well-being of others.
5. Always present, to the best of our ability, accurate and complete information.
6. Exhibit professional behavior at training, including but not limited to:
  - a. Treat all participants, attendees, staff, volunteers, and vendors with respect and consideration, valuing a diversity of views and opinions.
  - b. Be considerate, respectful, and collaborative.
  - c. Communicate openly with respect for others, critiquing ideas rather than individuals.
  - d. Avoid personal attacks directed toward other attendees, participants, staff, volunteers, and suppliers/vendors.
  - e. Respect the rules and policies of the meeting venue.

*Submit this completed checklist to the application portal at*

[https://docs.google.com/forms/d/e/1FAIpQLSfHDslwvu5sxE07c9MuHCp38i5qzU1ekYRCo\\_-ZIBU6i7TA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfHDslwvu5sxE07c9MuHCp38i5qzU1ekYRCo_-ZIBU6i7TA/viewform)

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If you have question reach out to the CW-MBP Lead Trainer or Wendie Warner at  
wendie.warner@co-co.org | 719-960-6866

CW-MBP Information

<https://co-co.org/programs/community-wildfire-mitigation-best-practices-training/>